

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2019 JUN 17 PM 12:03

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

National Education Association

Private Sponsor(s) (list all):

Travel date(s): May 19, 2019 to May 20, 2019

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$721.48 \$681.48 for airfare and \$40 for ground transportation)	\$113.95	\$66	

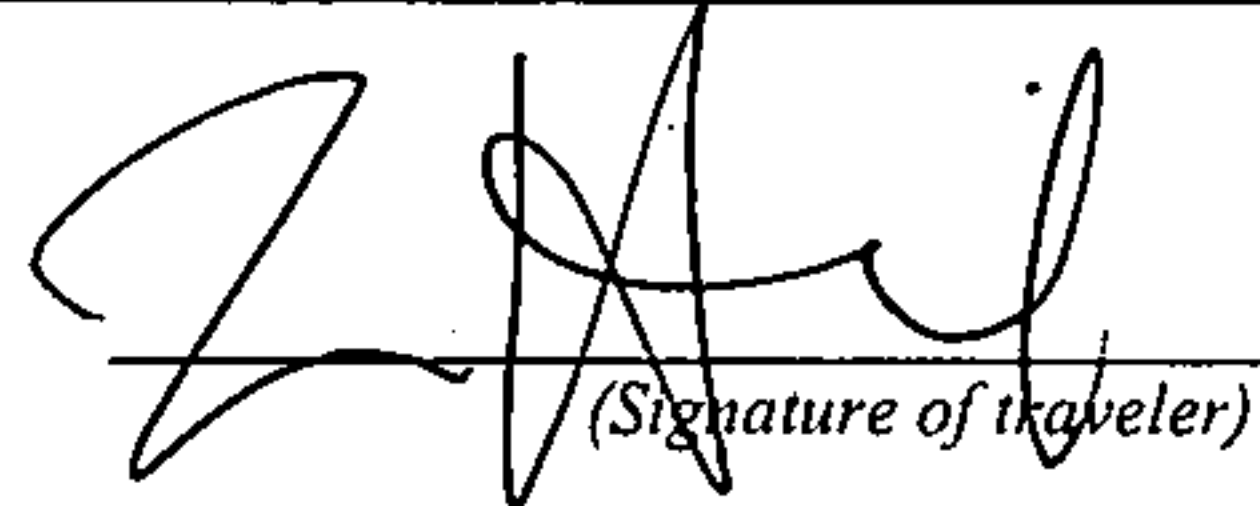
Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): We met with employees of Lincoln Ave Elementary School who implement the Walking School Bus strategy to get students to school safely. We then heard a presentation from the Milwaukee Community Schools Initiative leadership on the district-wide approach to the strategy. Then, we hear from the principal of Lincoln Ave, the community school coordinator, and other staff and did a question and answer session with them. After leaving Lincoln Ave, we went to the United Way to hear and engage in a panel discussion with site coordinators from other schools in the district. We learned how implementing the strategy changed those schools and heard from high school students who were on the advisory committee for one of the high schools.

6/17/19
(Date)

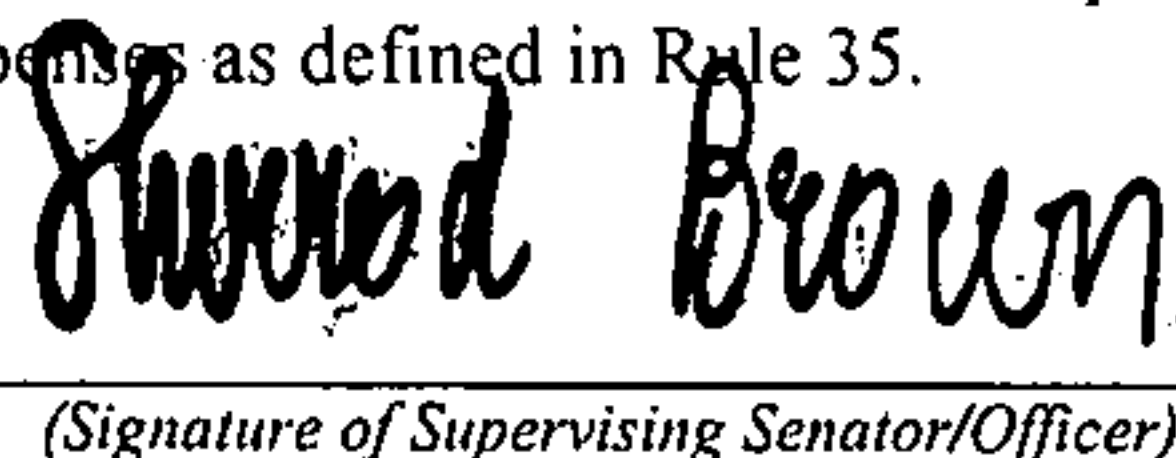
Leah Hill
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/17/19
(Date)


(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

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Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Leah Hill

Employing Office/Committee: Office of Sen. Sherrod Brown

Private Sponsor(s) (list all): National Education Association

Travel date(s): May 19, 2019 to May 20, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Milwaukee, Wisconsin

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of the trip is to learn about the Community School strategy as a school improvement mechanism by visiting a Community School and talking to Community School implementers in Milwaukee, Wisconsin.

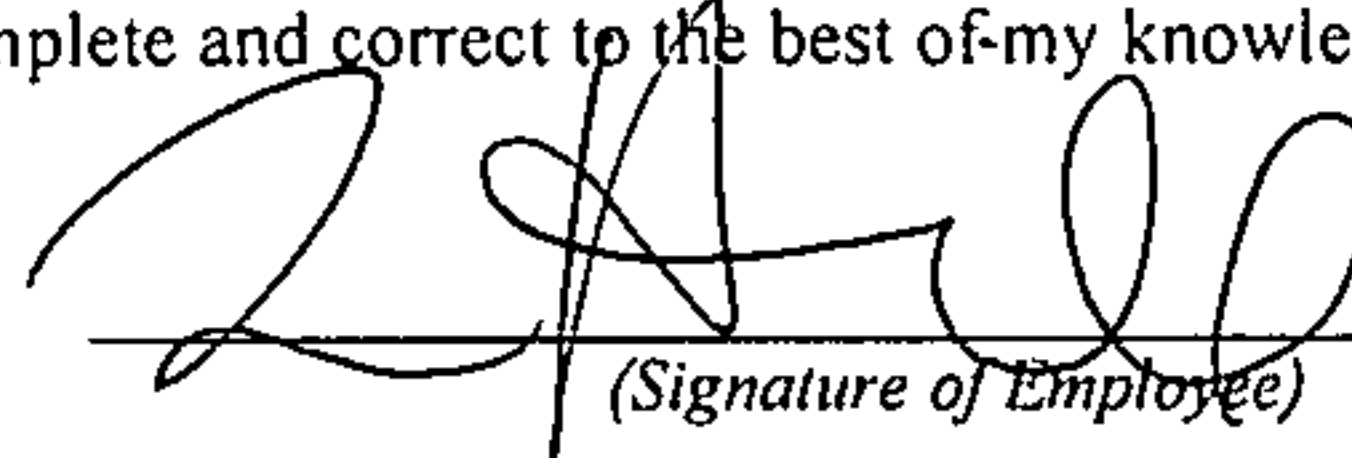
Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/17/19

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sherrod Brown hereby authorize Leah Hill
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/17/19

(Date)



(Signature of Supervising Senator/Officer)

Leah Hill

Employing Office/Committee: Office of Sen. Sherrod Brown

Private Sponsor(s) (list all): National Education Association


Travel date(s): **May 19, 2019 to May 20, 2019**

Destination(s): Milwaukee, Wisconsin

The purpose of this trip is to learn about the community school strategy as a school improvement mechanism by visiting a community school and talking to community school implementers in Milwaukee, Wisconsin. The traveler's official duties include advising the senator on education policy issues. Supporting the community school strategy is one of the senator's education priorities.

Relationship to Employee: ☐ Spouse ☐ Child

5/1/19
(Date)


(Signature of Employee)

Sherrod Brown

I, Sherrod Brown hereby authorize Leah Hill
(Print Senator's/Officer's Name) *(Print Traveler's Name)*

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

5/1/19
(Date)

Samuel Brown
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): National Education Association
2. Description of the trip: Learn about the Community School strategy as a school improvement mechanism by visiting a Community School and talking to Community School implementers in Milwaukee Wisconsin.
3. Dates of travel: May 19, 2019 to May 20, 2019
4. Place of travel: Milwaukee, Wisconsin
5. Name and title of Senate invitees: view attached.
6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The NEA will arrange a school visit of a Community School, presentations by Milwaukee stakeholders to share information about Community Schools, and general access to those implementing the Community School strategy in Milwaukee and Wisconsin.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Our mission is to advocate for education professionals and to unite our members and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

NEA has not sponsored congressional trips recently.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NEA is a large organization almost exclusively dedicated education. Our activity include advocacy, professional development, policy development, research, organizing, and many other educational activities.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Round trip from DCA to Milwaukee \$400 per participant	\$200 per night for 20 participants \$4000 total	\$110 per participant	Shuttle Expenses \$40 per participants for
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B. This trip is specifically designed for congressional participation.

18. Reason for selecting the location of the event or trip

Milwaukee is a place that has adopted the Community School strategy in 10 schools and it is for that reason we hosting the meeting there.

19. Name and location of hotel or other lodging facility:

Hilton Downtown Milwaukee

20. Reason(s) for selecting hotel or other lodging facility:

Close to meeting locations.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for lodging, meals, and other expenses provided to trip participants are slightly higher than, but comparable to, the maximum per diem rates for official Federal Government travel. With respect to lodging expenses, NEA is a private entity that is not able to procure the lower govern

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be flying coach.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

There will not be entertainment provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Kyle Serrette, Senior Policy Analyst

Name of Organization: National Education Association

Address: 1201 16th Street NW Washington, DC 20036

Telephone Number: 202-304-8027

Fax Number: 202-822-7697

E-mail Address: kserrette@nea.org

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the May 19th and 20th trip
to Milwaukee WI is true, complete, and correct.
Dates of Travel (Month Day, Year)
Place of Travel

E-mail Address: kserrette@nea.org

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Itinerary

- Flight to Milwaukee
- Shuttle to Hotel

- 7:30am: Greet the walking school bus
- 8:00am: Presentation on the Milwaukee Community School Initiative
- 8:30am: Discussion with school stakeholders and leaders
- 9:00am: School Tour
- 9:30am: Question & Answers
- 10:00am: Travel to United Way Offices
- 10:30am: Panel
- 11:30am: Lunch break
- 12:30pm: Panel
- 1:45pm: Shuttle departs to airport
- Flight departs from Milwaukee to DCA

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Invitees

1. Brian Moulton- Senior Counsel for Sen Tammy Baldwin
 - a. Brian_moulton@baldwin.senate.gov
2. Mike Gentile- Professional Staff Member for Senate Appropriations Subcommittee on Department of Labor, Health and Human Services and Education, and Related Agencies majority party- chaired by Sen Blunt
3. Gentile
 - a. Mike_Gentile@appro.senate.gov
4. Mark Laisch - Professional Staff Member for Senate Appropriations Subcommittee on Department of Labor, Health and Human Services and Education, and Related Agencies minority ranking member Sen Murray
 - a. mark_laisch@appro.senate.gov
5. Alex Keenan Clerk for Senate Appropriations Subcommittee on Department of Labor, Health and Human Services and Education, and Related Agencies minority party - ranking member Sen Murray
 - a. alex_keenan@appro.senate.gov
6. Robert Moran: Education Policy Director for Senate Health, Education, Labor and Pensions Committee chaired by Sen. Alexander
 - a. Robert_Moran@help.senate.gov
7. Kara Marchione : Education Policy Director for Senate Health, Education, Labor and Pensions Committee with ranking member Sen Party Murray
 - a. Kara_marchione@help.senate.gov
8. Leah Hill: Legislative Assistant for Sen. Sherrod Brown
 - a. leah_hill@brown.senate.gov
9. Sarah Schenning: Legislative Director for Sen. Van Hollen
 - a. Sarah_schenning@vanhollen.senate.gov
10. Brenna Barber: Legislative Assistant for Sen. Tina Smith
 - a. Brenna_barber@smith.senate.gov

Dear community schools Milwaukee staff delegation trip invitee:

If you wish to join us for this trip, please follow these instructions:

- Once we receive confirmation that you plan to attend and have submitted the required forms, we will provide you with next steps regarding flights, hotel, and the shuttles.

Please do not hesitate to contact us if you have questions.

Andrea

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

— OR —

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

— OR —

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The NEA is sole organizer and conductor of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

NEA's mission is to advocate for education professionals and to unite our members and the

nation to fulfill the promise of public education to prepare every student to succeed in a diverse

and interdependent world. The purpose of the trip is to educate senate staff on best...(view attached).

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

NEA has no record of sponsoring congressional trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NEA's education activities include hosting conferences and seminars on matters related to public education, publishing education related articles, and organizing many other educational activities.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Total \$721.48 (\$681.48 for airfare and \$40 for ground transportation)	\$113.95	\$66	None
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B. the trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Milwaukee is a close flight to Washington DC and has implemented the Community School strategy well.

19. Name and location of hotel or other lodging facility:

Hilton Downtown Milwaukee at 509 W. Wisconsin Ave., Milwaukee, WI, 53203.

20. Reason(s) for selecting hotel or other lodging facility:

Close to meeting locations.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
The daily expenses for lodging is less that the federal per diem rate. The expenses for meals is less than the federal per diem rate.
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
Round trip coach class from Washington DC to Milwaukee Wisconsin
Standard class van for ground transportation in Milwaukee.
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
There will not be entertainment provided.
25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Name and Title: _____
Kyle Serrette, Senior Policy Analyst

Name of Organization: _____
National Education Association

Address: _____
1201 16th Street NW Washington, DC 20036

Telephone Number: _____
202-304-8027

Fax Number: _____
202-822-7697

E-mail Address: _____
kserrette@nea.org

Question 2: Participants will learn about the Community School strategy as a school improvement mechanism by visiting a Community School and talking to Community School Coordinators, school leaders, educators, and others involved in implementing the strategy in Milwaukee Wisconsin.

Questions 13: NEA's mission is to advocate for education professionals and to unite our members and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world. The purpose of the trip is to educate senate staff on best practices of successful Community Schools, on the impact of the Community School strategy on school outcomes, and to experience what it looks like to operate a Community School.

Community School Milwaukee Learning Tour

Itinerary

May 19, 2019

- 6:45pm flight departs Washington National Airport
- Flight arrives at 7:40pm.
- Shuttle to Hotel

May 20, 2019

- **7:30am:** Greet the walking school bus at Lincoln Ave Elementary School at 1817 W Lincoln Ave, Milwaukee, WI 53215.
 - The Walking School Bus is a strategy utilized at one Community School in Milwaukee to get students to school safely. The tour will greet the Walking School Bus. The Community School Coordinator and the principal will act as tour guides and will teach participants about how the Walking School Bus furthers the Community School Strategy.
- **8:00am:** Presentation on the Milwaukee Community School Initiative at Lincoln Ave Elementary School at 1817 W Lincoln Ave, Milwaukee, WI 53215.
 - The director of the Milwaukee Community School Initiative and the Vice President of the Milwaukee Teacher Education Association will share details on how Community Schools are structured and on their strategy.
- **8:30am:** Presentation on the impact of the Community School strategy and discussion with school stakeholders and leaders at Lincoln Ave Elementary School at 1817 W Lincoln Ave, Milwaukee, WI 53215.
 - Participants will learn from Lincoln Avenue's Community School Coordinator, principal, teachers, and families on how Community Schools have been impactful for them.
- **9:15am:** Lincoln Ave Elementary School School tour at 1817 W Lincoln Ave, Milwaukee, WI 53215 with the principal to see the school's health clinic and other parts of the school, including a green space.
- **9:30am:** Question & Answers at 1817 W Lincoln Ave, Milwaukee, WI 53215 regarding things participants learned during school tour with the Community School Coordinator and the principal. The Community School Coordinator and Principal will answer question.
- **10:00am:** Travel to United Way Offices at 200 W. Pleasant St. Milwaukee WI.
- **10:30am:** Community Schools Panel and Discussion at the United Way Offices at 200 W. Pleasant St. Milwaukee WI.
 - Video of the Milwaukee Community Schools that details the impact of Milwaukee's Community Schools.
 - Welcome from United Way Milwaukee President who will describe how and why the United Way has partnered with Milwaukee public schools.

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Invitees

1. Brian Moulton- Senior Counsel for Sen Tammy Baldwin
2. Mike Gentile- Professional Staff Member for Senate Appropriations Subcommittee on Department of Labor, Health and Human Services and Education, and Related Agencies majority party- chaired by Sen Blunt
3. Gentile
4. Mark Laisch - Professional Staff Member for Senate Appropriations Subcommittee on Department of Labor, Health and Human Services and Education, and Related Agencies minority ranking member Sen Murray
5. Alex Keenan Clerk for Senate Appropriations Subcommittee on Department of Labor, Health and Human Services and Education, and Related Agencies minority party - ranking member Sen Murray
6. Robert Moran: Education Policy Director for Senate Health, Education, Labor and Pensions Committee chaired by Sen. Alexander
7. Kara Marchione: Education Policy Director for Senate Health, Education, Labor and Pensions Committee with ranking member Sen. Party Murray
8. Leah Hill: Legislative Assistant for Sen. Sherrod Brown
9. Sarah Schenning: Legislative Director for Sen. Van Hollen
10. Brenna Barber: Legislative Assistant for Sen. Tina Smith